

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of a company of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the District Fire Chief. This class ranks directly below the class of District Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station and supervises a company of fire suppression personnel for one shift by performing such duties as issuing orders and assigning work or duty areas, inspecting the appearance of subordinate personnel and reviewing reports written by subordinates. Provides assistance to subordinates in technical areas of work. Oversees the work performance by subordinates, conducts employee performance evaluations, and discusses work performance with subordinates. Counsels subordinates who are experiencing work problems and resolves employee complaints and grievances. Briefs incoming Fire Captain on all pertinent activities that occurred or those that are anticipated to occur on the upcoming shift.

Answers all fire and emergency medical calls from dispatcher, recording pertinent information. Supervises driving of fire apparatus, directs the positioning of the fire apparatus at the fire or emergency scene and sets up the fireground perimeter. Directs the operation of a fire company at the fire scene by performing size-up of an emergency scene, observing and responding to changes in fireground conditions, and maintaining communication between the fire scene and other authorized personnel. Performs firefighting operations and supervises subordinate employees in the following: search and rescue; forcible entry; self-contained breathing apparatus; fire extinguishment; ladder operations; ventilation; nozzle and hose handling; pump operations; sprinkler and standpipe systems; water supplies; and salvage and overhaul. Supervises and

performs emergency medical services such as basic first aid, CPR, and first responder services. Assist superior officer in identifying and supervising the handling of hazardous materials, and safety procedures at the scene of an emergency.

Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Investigates the causes, origins, and circumstances of fires, and testifies in court when required. Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly, inspecting for fire protection purposes, including conducting fire drills.

Personally trains personnel by conducting training in the classroom and providing informal or on-the-job training for new employees. Conducts drills and evolutions. Provides assistance and cooperation in training and fire fighting efforts when required.

Conducts tests or directs the testing of fire department apparatus and equipment. Directs subordinates performing daily radio checks. Inspects fire apparatus, station, buildings, and facilities to insure compliance with departmental standards. Receives written or oral reports about any problems with fire department property and equipment for the purposes of repair and maintenance, and reports such to superior officer. Maintains inventory of supplies and equipment, signs vouchers or purchase requisitions, and orders and distributes supplies and equipment to personnel as required.

Personally compiles data and completes any forms, records, or reports as required. Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Prepares NFIRS reports.

Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Responds to questions and complaints from the public about operations of the fire department as directed.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Driver immediately preceding closing date for application to the board.